Scheduling an Appointment with the
Office of the Registrar Staff

STEP 1 –
Once logged into myCoyote, click on “My Academics”, then click on “Navigate”.

**My Academics**
Student Center, Faculty Center, Advisor Center, Navigate, and related student, faculty, and staff services

**Navigate**
Schedule academic advising and mentoring appointments.

STEP 2 -
On the Navigate home page, click on the Schedule an Appointment blue bar at the top right.
STEP 3 -

Select the type of appointment, option (Evaluations, Records or Registration) and location.

A) Select “University Success” for the type

What type of appointment would you like to schedule?

-- please choose one --
Academic Advising
Peer Support
University Success

B) Select the Service Option (Evaluations, Records or Registration)

What type of appointment would you like to schedule?

University Success

Choose from the following options.

Evaluations

C) Select the location (Office of the Registrar)

What location do you prefer?

-- please choose one --
Office of the Registrar
STEP 4 -

Who would you like to meet with? Choose “Any Staff” to get the first available appointment or you may choose a specific Office of the Registrar staff member from the drop-down menu.

NOTE: A number of available appointments will appear in blue boxes as displayed in the image below:
**STEP 5 –**

Click on a Day and a Morning or Afternoon

![Times From August 22 To August 26](image)

*All times listed are in Pacific Time (US & Canada).*

**STEP 6 –**

From the drop-down of times available, select a time for the appointment, then “Next”
STEP 7:
Review the details of your appointment.

NOTE: Read the Additional Details for important information and/or what you need to have ready.

STEP 8:
List in short detail, the reason for requesting this meeting, then confirm the appointment.
Success! Your appointment has been scheduled.

You can view your scheduled appointment under “Upcoming Appointments” on the Navigate Home page.